

# Lakeside Pavilion Rental Information

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## **BASIC SERVICES**

The Pavilion's basic license includes the following services:

1. Electricity
2. Lights
3. Heat and/or Air Conditioning
4. Water
5. 400 Chairs – rigid metal-framed plastic
6. 36 Round Tables – 60" metal-framed plastic
7. 20 Rectangular Tables – 96"x30"metal-framed plastic
8. PA system with wireless microphones, podium, projection screen and projector, and audio receiver with CD, TV, DVD and VHS. The audio/video equipment has limited capacity and capability; and may not be suitable for all users.
9. Restrooms
10. Wireless Internet

Failure to furnish any of the services as noted above, resulting from circumstances beyond the control of the City; or limitations of certain services, will not be considered a breach of contract by the City.

## **RESERVATIONS**

Reservations requests will be taken at the Parks and Recreation Department Office between the hours of 8:00 am and 5:00 pm, Monday through Friday, (except for official holidays).

Reservation requests may also be submitted via the City web site at any time.

The Pavilion will be rented on a first-come, first-served basis.

A reservation for the Pavilion will be considered confirmed only upon the receipt of a signed license agreement accompanied by the appropriate fees. ALL fees are due within 10 days of submitting a reservation request.

Reservation of the Pavilion may be made up to one (1) year-to-date in advance.

Reservation cancellations by Licensee must be made in writing on or before thirty (30) days prior to any scheduled event for a full refund. If a reservation is canceled after such time or if the person does not use the Pavilion on the scheduled date, the reservation fee shall be forfeited.

## **RENTAL HOURS**

The Pavilion will be available for events between the hours of 8:00 am and 11:00 pm which will constitute a rental day.

All events at the Pavilion must end no later than 11:00 pm. Licensee, band, caterers and all occupants (except cleaning service) must vacate the Pavilion no later than 12:00 midnight.

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**NOTICE:** The City swimming pool is located right next to the Lakeside Pavilion, and is in use until dark each day, May through September. Please keep this in mind when planning for your event; especially the use of the outdoor patio.

## **OPEN HOUSE**

The Pavilion is open (Open House) two days a month for onsite visits for those needing to visit the facility for further information, an opportunity for planning or just to see the facility in person. Open House is the second and fourth Wednesday of each month from 8:00 am to 4:00 pm. No appointment is necessary.

## **LICENSE FEES & DEPOSITS**

License fees per day for use of the Lakeside Pavilion are:

	<b>Group I</b>	<b>Group II</b>	<b>Group III</b>
<b>Pavilion Use</b>	\$100.00	\$500.00	\$600.00
<b>Cleaning Fee</b>	\$350.00	\$350.00	\$350.00
<b>Facility Deposit</b>	\$250.00	\$250.00	\$250.00

Note: Residents (must live inside the corporate city limits of Marble Falls and named as Licensee) shall receive a \$100.00 discount on the license fee. Resident discount is not applicable to rate classification Group I. The facility deposit shall be \$500.00 for Groups I, II, and III if alcohol is consumed on the premises.

**Group I. *Public Agencies & Non-Profits*** : Federal, State, County and City agencies; 501(c)(3) non-profit organizations; and co-sponsored city athletic leagues. Group I rates applicable Sunday through Thursday only (Group II rates apply Friday and Saturday). Co-sponsored city athletic leagues will not be charged for board meetings as provided for in the City of Marble Falls Facility Use Agreement.

**Group II. *Individuals, Civic Organizations & Social Groups*** : Any person or group who wishes to use the property for other than commercial purposes. These include, but are not limited to: Chamber of Commerce, Boy/Girl Scouts, fraternities, sororities, lodges, social clubs, family reunions, wedding receptions and banquets.

**Group III. *Commercial Groups*** : Individuals, organizations or companies who sponsor events which charge admission fees, registration fees, solicit contributions, buy, sell, trade, or display or promote products or services.

Should those in Group I and II participate in any of the activities outlined in Group III, they will be charged Group III rates. This does not apply to Group I 501(c)(3) non-profit organizations.

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## **SETUPS AND DECORATIONS**

Licensee shall be responsible for setting up and arranging tables and chairs. Tables and chairs may only be used inside the Pavilion.

Decorating is the responsibility of the Licensee. Decorations may be of any type or design as long as installation and placement does not damage the Pavilion, or violate the fire code. The use of tape and tacks are prohibited. Decorations may NOT be placed on walls, doors or hung from ceiling. All decorations must be removed by the Licensee upon vacating the Pavilion.

## **KITCHEN FACILITIES**

The kitchen is a professional catering kitchen with all stainless steel appliances and a serving area. Appliances include a side-by-side reach-in refrigerator/freezer, coffee maker, microwave, two (2) gas convection ovens, gas range, ice maker (800 lb. capacity), three (3) sinks (prep sink, two compartment sink and hand sink), a hot food table and a mobile heated cabinet. Pans are available for the hot food table and mobile heated cabinet for events not being catered. All pans must be cleaned and returned upon vacating the Pavilion.

## **GLASS CONTAINERS**

All glass containers must remain inside the pavilion. The Parks and Recreation Ordinance prohibits the use of glass containers within the City parks.

## **ALCOHOL PERMITS**

The Licensee is responsible for alcohol permits when there is alcohol consumption at the Pavilion

Alcohol Sales Permit Fee	\$100.00
Alcohol Consumption Permit Fee (Ordinance 94-O-4)	\$ 25.00

## **LIVE AND/OR AMPLIFIED MUSIC**

The City of Marble Falls has a noise ordinance, however events, public or private, held in the Lakeside Park Pavilion which have entered into a contract with the City to reserve said facility and for which all fees and deposits have been paid are exempt. The noise levels for such events shall not exceed 110 decibels when measured at a distance of approximately one hundred (100) feet from the location where the noise is generated.

## **CONTACT INFORMATION FOR PROBLEMS**

Monday through Friday 8:00 am until 5:00 pm: Contact the Parks Department at (830) 798-6250.  
Monday through Friday after 5:00 p.m. and weekends: Contact the Marble Falls Police Department at (830) 693-3611 and ask them to contact a park representative for assistance.

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## **KEYS**

Arrangements for picking up the keys to the Pavilion may be made by contacting the Parks and Recreation Department office at (830) 798-6250 which is open Monday through Friday from 8:00 am to 5:00 pm. The keys may be picked up at the Parks and Recreation Department office at 1808 Second Street after 3:00 pm on the day prior to your reservation; and, after 3:00 pm on the Friday before a reservation for Saturday or Sunday. To enter the Pavilion please use the copper-colored key labeled “kitchen”. When facing the Pavilion the kitchen door is located on your left. Upon vacating the Pavilion, all doors must be locked and the keys returned to the Parks and Recreation Office at 1808 Second Street the next City of Marble Falls business day. Anyone not returning the keys after one working day has passed shall forfeit the facility deposit.

## **REFUND OF FACILITY DEPOSIT**

All personal property must be removed; and all occupants must vacate the Pavilion no later than 12:00 midnight.

The facility deposit shall be forfeited if the Licensee uses and/or consumes alcohol without having obtained a permit from the Marble Falls Parks and Recreation Department and without having paid all required Alcohol Sales Permit Fees, Alcohol Consumption Fees and Security Fees.

If the keys, audio/video equipment and/or pans are not returned to the Parks and Recreation Office at 1808 Second Street the next City of Marble Falls business day, the facility deposit shall be forfeited.

A City representative will inspect for excessive waste, damage, and loss of property after the Licensee has vacated. If the facility deposit is to be refunded, a check will be mailed to the Licensee the following Friday. If there is excessive waste or damage to the premises; or loss of property; the facility deposit shall be forfeited and Licensee will be billed for any expenses incurred over and above the deposit.